G. R. S. 59]

GENERAL AND REVENUE SECRETARIAT.

1900-11
(Gen Mis)

P:9/E

File No. 460-10

Serial Nos. 1-2

Papers Filed.

Month april 1911

SUBJECT.

Records the report from the Comptroller, regarding rules for the periodical destruction of records in his office

PREVIOUS REFERENCES.	LATER REFERENCES.

G.R.S. 11] 1910-11

GENERAL AND REVENUE SECRETARIAT.

(Gen. Fin.)

NOTES.

File No. 460-10

FILE HEADING.

Rules for the periodical destruction of Records.

From

The Comptroller to the Govt of H.H.

No. 5913 Dated 28/1.3.11 Received 4.4.11

Diary No. 4022	Enclos. 1	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards extracts of paragraphs of his Office Manual re rules for the destruction of records and states the practice in his office is a Settled one.

NOTES AND ORDERS.

The G.O necessitating the submission of rules framed for the destruction of records in the various offices of the State is put up Submitted for information.

S.K-145
12.4.11

Please check with C.H. & Coded them
Q.5
12/4/11 informally approve

Notes—First sheet.

GPB—30,000—20-3-06.

G.R.S. 12]
General and Revenue Secretariat.

File No. 460 of 190

2

Serial No.

The several registers and returns enumerated in the Comptroller's list is contained in Civil Account Code - The period prescribed correctly corresponds with that mentioned in the Civil account Code

This is only a Record of the

This information has been called by the General Branch - & this may therefore be kindly be transferred to that Branch -

N. 36.
17/4/1911.

17/4/11 Why should this be sent to Br V. This is a matter within the Spl. Cognisance of this branch. Many the Circulars may have been issued from Br V Still it does not mean that the various branches have to deal with the Depts with which they have to deal. Br V cannot deal with matters with which they have no relation.

Sub Br Genl Secy for favour of orders whether this should be sent to Br V or disposed here -

(Genl Secy)

E Ogilvie

May be disposed of in Br II on copy of the order sent to Br V for record there.

CK

Advance Record Copy sent to Br V — 20/4/11

Kogill

NOTE—Contn. sheet.

GPB—55,000—27-4-09

G. R. S. 12]
General and Revenue Secretariat.

G7. File No. 460 of 190-11

Serial No.	
	Draft Subd
	N. 36
	21/4/11
	21/4/11
2	To the Comptroller
	No. H 5286 of 25-4-11
	Records the above letter

ab Hb

Issued

NOTE—Contn. sheet.

GPB—55,000—27-4-09

0 4022

47-460-10/1

D 4254/9

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

No. 5913. E4

R. 337.

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

Dated Bangalore, the 28th March *19* 11.

FROM

J. S. CHAKRAVARTI, ESQ., M.A.,
F.R.A.S., etc.,
Comptroller to the Government of
His Highness the Maharaja of Mysore.

To

C.S.Balasundaram Iyer Esq., B.A.,
Secretary to the Government of Mysore,
General and Revenue *Departments*

SIR,

With reference to Government Order No.G.4811-57/G.M.200-10-1 dated the 21st February 1911, I have the honor to forward herewith extracts of paragraphs 97,98 and 99 of Part VI of my Office Manual re rules for the periodical destruction of records and to state .. that the practice in this office is a settled one.

I have the honor to be,

Sir,

Your most obedient servant,

J S Chakravarti

Comptroller.

Rec.—Gl. 17]

.....Department.

19/1 .

FROM

J. S. CHAKRAVARTI, ESQ., M.A.,
F.R.A.S., etc.,
Comptroller to the Govt. of
H. H. the Maharaja of Mysore.

To

.....ESQ.,
Secretary to the Govt. of Mysore,
Govt & Rev .....*Dept.*

Dated

Despatched 1st April

Received

No. 5913 91

337 Subject matter.

Forwarding extracts of paragraphs 97, 98 & 99 of part 6 of the Office Manual etc

GPB—2,500—25-10-10

DESTRUCTION OF RECORDS.

97. In accordance with the permission given in Article 1703 of Civil Account Code, the Record-keeper will, early in April of each year, prepare a list of registers, files, documents, etc., the prescribed period for keeping which will expire by the close of the official year and which may be destroyed from the commencement of the next official year. The list will be examined by the official in charge of the Record section who should satisfy himself that the records are not kept longer than the prescribed periods, or that they are not marked for destruction too early and after its circulation to the gazetted officers of the sections concerned, it will be submitted to the Comptroller who will pass final orders.

98. The following are the records which may be destroyed after the periods noted against them. It should however be understood that no record should be destroyed without the previous written sanction of the Comptroller, which should be obtained before the 30th of June each year.

I. Account Compilation.

1. Consolidated Abstracts	Not to be destroyed.
2. Journal	
3. Ledger	
4. District Classified abstracts.	After 25 complete account years.
5. Detail Books	After 3 complete account years.
6. Disburser's statement	
7. Trial balance sheet	... After 1 complete account year

II. Account received.

1. Treasury Cash Accounts, lists of payments and revenue schedules	After 25 complete account years.

2. Accounts current, received from other Governments and Departments	After 20 complete account years.

III. Returns received.

1. Books of establishment ...	After 35 complete account years.
2. District Cash Balance Reports. ...	After 3 complete account years.
3. District Resource estimates.	After 1 complete account year.
4. Other returns. ...	According to discretion.

IV. Audit Registers.

1. Salary audit register	After 15 complete account years.
2. Establishment audit registers.	After 8 complete account years.
3. Contingent audit register	After 5 complete account years.
4. Travelling allowance	After 9 complete account years.
5. Pension (superannuation)	
6. Pensions (political) ...	After 25 complete account years.

V. Miscellaneous Registers.

1. Register of lapsed Deposits and bills	Not to be destroyed.
2. Register of officers lent to foreign service	After 35 complete account years.
3. Register of P.P.Orders ...	After 25 complete account years.
4. Books of Transfer Entries	After 10 complete account years.
5. Deposit Register	
6. Bill register	After 5 complete account years.
7. Inward exchange account adjustment register	
8. Register of special recoveries.	
9. Register of Permanent Advances	After 4 complete account years.

10. Scale register	
11. Last Pay Certificate register.	After 3 complete account years
12. Register of monthly abstract accounts.	
13. Remittance check register	After 1 complete account year.

VI. Objections.

1. Objection Statements	
2. Objection Books	After 3 complete account years
3. Adjustment registers	
4. Review of objections	After 1 complete account year.

VII. Vouchers.

1. Loans	After 20 complete account years.
2. Salary and Establishment Bills	
3. Vouchers not otherwise specially provided for	
4. Assignments and Compensations	After 10 complete account years.
5. Advances, Revenue, House-building, Miscellaneous	
6. Deposit repayment vouchers (other than Personal Deposits)	
7. Pension vouchers	
8. Contingent abstracts and detailed bills.	
9. Travelling Allowance bills	
10. Refund vouchers	
11. Discount on stamps and other commission bills	
12. Personal Deposit vouchers	After 3 complete account years.
13. Supply Bills	
14. Remittance Transfer Receipts	
15. Cheques of Excluded and other Local Fund	
16. Forest and Public Works Cheques.	

17. Account Current vouchers ... According to their class.

VIII. Miscellaneous.

1. Acquittance Rolls	After 35 complete account years.
2. Detailed Budget Estimates	
3. Broad Sheets of Pension Contributions	
4. do. of Advances and Suspense	After 5 complete account years.
5. do. Revenue Advances	
6. do. Permanent advances, etc.,	
7. Charge certificates	
8. Files of renewed P.P.O. and of their acknowledgments and of deceased pensioners whose claims have been finally discharged.	After 1 complete account year.
9. Correspondence	... According to discretion except that letters from and to Government must be preserved.

99. Savings Bank Ledgers, Journals and other papers connected therewith should not be destroyed but preserved from the commencement. They are very often required to prove claims to outstandung balances.

K. Subramanyam —

Superintendent,

Comptroller's Office.

S.A.M.

G.R.S. 28.]

File No. 460-10

Serial No.

Diary No. of letter replied to 4022

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

(47)

, the 19

Date of issue 25-4-11

Signed by W L Thurnbull

READ—

Letter no 5913. dy 28/3/1911. from the Comptroller ~~acknowledge~~ to the Govt in response to Govt order no 4811-57-200-10 dy forwarding extracts of paragraphs 97, 98 & 99 of Part VI of the Office Manual re. Rules for the periodical destruction of records and stating that the practice in his office is as follows

ORDER THEREON.—No.

No 705286 dy 25-4-11

Recorded

for the Secretary

To the Comptroller

Copy to Branch V

over

SUBJECT.

GPB—10,000—19-4-10